

David Bielenberg

From: StevenH808@aol.com

Sent: Sunday, December 07, 2003 8:37 PM

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Subject: Draft Minutes, Board Meeting of Monday, October 13

Please review and make changes to the following. Thanks. Soph

Federal City Performing Arts Association
Board of Directors
Meeting Minutes

A regular meeting of the 2003-2004 Board of Directors
Washington National Cathedral Library, Washington, DC
Monday, October 13, 2003

Present

Board: Benton, Herman, Jansing, Lee, Reiffer, Monell, Cole, Brayton, Mahaffey, Ohnmacht, Cohen, Lewis, Gannon, McGee

Absent: Streit, Crown, Hall

Proxy: None

Staff: Bielenberg, Buhrman, Garcia-Christie

Guest: Hatfield-Smith

Call to Order

In the absence of Chairman Streit, Vice Chairman Benton called the meeting to order at 7:00 PM.

Century Circle Investment Report

Joshua Hatfield-Smith, of AXA Advisors provided an overview of the FCPAA portfolio.

A question arose as to who oversees the fund. Ohnmacht, Lewis and the Governance Committee will bring a recommendation on this issue to the Board.

Approval of Minutes

Brayton moved that the minutes of the June 16, 2003 Board Meeting be approved as circulated. Mahaffey seconded. The motion was approved unanimously.

Finance Report

Lewis reported that a draft copy of the FY'03 Audit report will be received shortly, and all indications point to a favorable report. We ended the year in the black.

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Lewis indicated that thus far, the most notable success is advertising revenue; the challenge area is season subscriptions which are significantly short of our goal for FY'04.

Executive Director's Report

Bielenberg reported on a letter GMCW received, asking for us to voice our support for a new Gay Center. Bielenberg asked whether we wished to align ourselves with this project at this time. The Board felt we will need more information before deciding how to proceed.

The first meeting of the Development Committee was held during the previous week. Areas of focus for the season: establishing goals, policies and guidelines for a Planned Giving program; assisting with success of Gala Dinner Dance; supporting the Capital Club; and identifying new leads for future corporate sponsors.

The Auction Committee is now moving forward, with Jack Reiffer as Chair.

United Way/CFC Campaign has begun, and Bielenberg will be running joint ads with seven other GLBT organizations.

Capital Club had a wonderful renewal event at Hillwood Museum.

Negotiations continue on the gift we will receive from Bob Wonneberger's estate.

With regard to ticket sales, subscriptions are coming in, but not as quickly as we would like; ticket sales for our first production of the season, You're a Good Man Charlie Brown have been less than anticipated.

Program advertising sales are doing incredibly well thus far, thanks to Roger Bergstrom and Gary Regan. They have already secured more than \$37,000 in advertising.

GMCW is a community partner for this year's Reel Affirmations Film Festival.

In the automation arena, our conversion to our new database system, eTapestry is coming along. Staff have participated in two training sessions.

Our auction check-in/out system db that Steven Haber created was used for the Congressional Sportsman's Foundation's auction. A contribution was made by the CSF of \$2,000 to GMCW.

Auditors are now putting finishing touches on our FY'03 Audit.

Board discussion then ensued on the issue of season subscriptions. Ohnmacht asked what the Board is expected to do - what is the renewal goal. If a specific number is the target for each Board Member, Capital Club member, and Chorus member, at least each person will know what they are shooting for. The Board should agree on a goal for each Board member, and seek to meet the goal. Gannon voiced concern with how many times we hit Capital Club members for a variety of things. Jansing believed we should challenge each Chorus member to sell two season subscriptions each. The sense of the Board was to challenge each Board member to sell two subscriptions each, and to ask each Chorus member to also sell two subscriptions each.

Artistic Director's Report

Buhrman indicated that with Charlie Brown, he has been taking a more hands-on approach, to ensure that everything is positive. It worked very well - everything on stage and back stage was positive. The reviews of the show were also positive.

We have the largest group of singers we have ever had, and we are retaining a very high percentage.

Buhrman then reviewed plans for the holiday concert and discussed other fall gigs, including Hillwood Gay Day, Kings Dominion Gay Night, AIDS Walk, Reel Affirmations, and the appearance at the Covenant Network at New York Avenue Presbyterian Church.

A second Educators' Workshop on GLBT issues is being planned. We will cosponsor the workshop with the Gay, Lesbian and Straight Educational Network, as well as the National Association of Independent Schools and the Eastern Educational Resource Collaborative.

The new commission, Changing Hearts has arrived.

The Artistic Advisory Committee has developed a "season concept" as well as individual concert concepts for the 2004-2005 concert season. The holiday concert: Nutcracker, Men in Tights, will have a guest star, countertenor, John Carden.

After this report, the general comment was made that reports at Board meetings are generally on successes, personal contacts, and accomplishments. The Board would also like to hear about challenges, disappointments, etc. so that we are aware of these and can perhaps discuss ways to avoid/improve. Buhrman indicated that there were two that immediately come to mind: the sound systems through which we sang at Fall gigs; disappointing ticket sales for Charlie Brown. Buhrman indicated that there would be a meeting to discuss Charlie Brown - successes and challenges.

Governance

Ohnmacht reported that the Committee is continuing to make contacts for new community Board members.

President's Report

Jansing reported that he ^{HAS} ^{ED} is changing the format of how government works in the Chorus. In the past, the Vice President had too much to do; Jansing is splitting the VP role into two: a Vice President for Membership and a Vice President for Events. Darren O'Neill will serve for Membership; David Garafolo for Events. Unfortunately, because of a busy work schedule, O'Neill could not continue in this role, and Dan Patton has agreed to assume this position.

Morale is very high. This is evidenced by the excellent attendance for next July's GALA.

Other areas covered: Patton will follow up on late dues; AIDS Walk - our participation raised several thousand dollars; food at Camp as been a problem - now contracting with chef from Kincaids to provide the food; plan to do a survey of members - what are the skills of members.

Capital Club

Lee reported that Hillwood was a great success. Thus far, we have \$52,500 - \$14,400 Board and \$38,000 non-Board. We are now at 50% of our total goal for the year.

Upcoming activities include thank you's; phone campaign; Cocktails with the Conductor.

Marketing Report

Benton reported that goals are: renewals of season subscriptions; selling out all three performances of Bye Bye Birdie at Lisner; and longer term, to develop a tactical plan for the 04-05 season.

Auction Report

Reiffer reported that things were moving ahead. Key players are in place for each key activity; and a number of themes have been considered.

Development Committee

With Crown's absence, there was no report. Bielenberg covered some elements in the Executive Director's report.

The meeting was adjourned at 8:00 p. m on a motion by McGee, seconded by Brayton.

Respectfully Submitted,

12/8/2003

Steven J. Herman, Secretary
December 8, 2003

12/8/2003